



FIRST AID POLICY

THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EARLY YEARS FOUNDATION STAGE OR EYFS), TOGETHER REFERRED TO IN THIS POLICY AS “THE SCHOOL”.

SCOPE

The purpose of this First Aid Policy is to enable the school to provide adequate and appropriate equipment, facilities and first aid trained staff to meet the reasonable first aid needs of all students, staff, contractors and visitors, and to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981.

OBJECTIVES

- To ensure that there is an adequate provision of appropriate first aid at all times
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment
- To provide for the resources for the immediate needs and requirements of staff, students and visitors who have sustained either a serious or minor injury
- To ensure lines of communication with parents/guardians are in place if required
- To ensure that all accidents, diseases and dangerous occurrences are reported within the required timescales
- To ensure that staff, students, contractors and visitors are aware of the first aid provisions that are in place for them.

GUIDANCE

The overall responsibility lies with the Board of Governors who have delegated the implementation of the policy to the Finance Director/H&S Advisor.

Senior Managers, Houseparents, Heads of Departments and staff in charge of games/activities are responsible for ensuring that staff, students, contractors and visitors are aware of first aid arrangements in place for them. This includes the arrangements for first aid kit personnel during and outside term time, how to contact first aid personnel, location of first aid kits and the requirements for first aid provision whilst offsite.

They are also responsible for considering first aid in their risk assessments within their areas of responsibility, and ensuring that adequate controls are in place and communicated to those who may be affected. This will include consideration of the following:

- Size of the department and whether it is on split sites, different levels or a shared building
- Specific hazards or risks on the site

- Staff or students with special health needs or disabilities
- Previous record of accidents and incidents within their department
- Provision for lunchtimes and breaks
- Provision for leave and absence of first aiders
- Offsite activities, including trips
- Practical departments, such as science, technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements
- Boarding houses
- Shift patterns
- Sports/adventurous training activities

The school shall inform employees of the first aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders. This can be found on the schools' xtranet.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the regulations and the school will not permit the presence of any such medication in designated first aid bags.

A whole school risk assessment has been produced and provides an overall strategy for the school. This can be located on the schools' xtranet.

MEDICAL FACILITIES

Millfield:

There is a dedicated Medical Centre, which allows students with minor injuries and illness to be treated and cared for. A nurse is on duty twenty-four hours a day through term time.

The doctor is available at the following times:

08:30 – 10:30	Mon/Tue/Wed/Fri	(Doctor)
08:30 – 11:30	Thursday	(Female GP)
14:00 – 18:00	Wed/Sat	(Sports injuries)

Millfield Prep/Pre-Prep:

There is a dedicated medical facility, which allows pupils with minor injuries and illness to be treated and cared for.

The MPS Doctor holds surgery from 12:00-13:00hrs on Monday, Tuesday, Wednesday and Friday.

The surgery is manned by a duty nurse at the following times:

08:00 – 18:00	Monday to Friday
08:00 – 17:00	Saturday
Closed	Sunday

STUDENT ILLNESS

If a student becomes ill during the day, they should attend the medical centre accompanied by the person in charge of them at the time. Where a student is able to attend the medical centre unaccompanied, the person responsible for the student at the time should call ahead to alert the medical centre to the student's arrival. They will be assessed, treated and will either be returned to school activities, sent home or sent to their boarding house. If needed, they can stay within the medical facility for rest or monitoring by medical staff. Parents or Houseparents are contacted as necessary if a student needs collecting or have had over the counter (OTC) medication administered.

The Houseparents or Medical Centre will notify parents, if a student suffers anything more than a minor injury or becomes ill, at the earliest opportunity and as far as reasonably practicable.

SPECIFIC FIRST AID PROVISION

The school aims to comply with HSE guidance on providing a ratio of 1:50 First Aid at Work (FAW) qualified personnel to staff members to cover day to day and other school activities. Whenever children are present there will be at least one qualified first aider who will respond to any first aid issues that may arise. There will be a paediatric first aid certified person present whenever there are EYFS students on site or on school trips. All sports coaches are to be qualified as per the guidance of their sports governing/professional body and their coaching level.

Ideally, where staff are involved with a sport they will hold a minimum of a three-hour basic first aid certificate. Houseparents and Matrons are required to hold an appointed persons course as a minimum.

A list of members of staff who are qualified first aiders is located on the xtranet. These qualifications should be revalidated every three years.

All EYFS staff are two-day paediatric trained. A first aider (paediatric first aid for EYFS students) will accompany students on visits out of school. For more guidance see Offsite Activities Procedure.

First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

The school also has appointed persons in addition to first aiders. Such persons will have received formal training (normally three hours) and their duties may include:

- Take charge when someone becomes ill or is injured
- Look after first aid equipment, eg restocking of supplies
- Ensure that an ambulance or other professional medical help is called when appropriate
- Record details of the accident
- Clear the scene safely

First Aid Bags:

- Each fixed bag should be placed where it can be clearly identified and readily accessible. Locations of first aid kits can be found on the xtranet.
- The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, no medicinal substance or materials are permitted within a first-aid box.
- First aid bags will be provided in areas of the school where accidents are considered most likely.
- The contents of the first aid bag can be replenished when necessary through the online ordering system located on the xtranet.
- The contents of a first aid box will be in accordance with HSE guidance.
- A leaflet is located in each bag which gives basic first aid advice.
- All School first-aid bags are coloured green and are identified by a white cross on a green background.

Access to First Aid:

- Portable First Aid kits are taken on educational visits and sporting events. There will also be a first aid box located on the vehicle which is transporting them to the event.
- Where medicines have to be held by a Houseparent a separate lockable container must be used. This should be located somewhere secure. A register of contents must be kept up to date.
- All staff and students will be given information on the provision of first aid on their induction.
- The school carries out defibrillation training on induction and has purchased seven automated defibrillators which will instruct the user whilst carrying out the procedure. At Millfield Prep, the defibrillator is fitted with adult pads; the child pads (for use 0 to 8 years and less than 25kg) are stored in the rear section of the defibrillator kit. There are also two child pads within both the Kingweston and Jubilee defibrillators. The locations of defibrillators are detailed on the campus maps available on the xtranet. Further information and guidance on how to use the defibrillator is available on the staff xtranet.

Emergency Arrangements - Calling an Ambulance:

Any member of staff will be able to call the ambulance all the relevant contact detail pertaining to that location will be detailed in the Grab Sheet located within their building or within their first aid bags if located on the sports fields.

Examples of medical emergencies may include (but not limited to):

- Chest pains
- Difficulty in breathing (asthma attack)
- Unconsciousness
- Severe loss of blood
- Severe burns or scalds
- Choking
- Drowning
- Fitting

- Severe allergic reactions
- Diabetic emergencies

If a first aider believes the situation is life threatening they are to contact the emergency services immediately on 999/112 (both work from mobile phones).

An assessment should be made of the casualty and consideration should be given to the use of a defibrillator equipment.

MEDICAL CARE

This policy is limited to the provision of first aid, the medical centres have arrangements through the production of care plans, policies and procedures over a wide range of medical needs and these are updated in response to student need.

Emergency Medical Treatment:

In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, consent for emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent. Ultimately, the responsibility for treatment of the student will lie with the admitting clinician of the hospital.

All parents with children in EYFS must complete, sign and return a pupil health form before a student joins.

The school may not allow students to participate in offsite activities if the school has not received the consent form. The school reserves the right to send a student home in this instance.

Medication:

Millfield Prep - Prescription Only Medication (POMs):

All prescribed medicines will be administered by either the Prep School Surgery staff or Houseparent (or a medication trained teacher if off site).

This policy will cover the requirements for EYFS in relation to administering medicines, including systems for obtaining information about a child needs for medication and for keeping this information up to date.

Parents of students in EYFS are informed that prescribed medicines are to be deposited and collected from the Surgery who will administer the medication to the student during the school day.

Parents should inform staff if they have administered any medicines to the student before they commence the school day.

No medication of any kind, including cough sweets and travel tablets are to be left in the student's possession.

Year 3 students upwards are deemed competent to hold their inhalers on their persons. Other student's inhalers will be stored in the classroom and are administered by medical staff or a teacher as necessary.

Medications must only be administered to a child where written permission for the particular medicine has been obtained from the student's parent or guardian. Each time medicine is prescribed a record will be kept and parents informed.

Non-Prescription Medication:

Millfield

If students want to self-administer medication, parents must complete Medication in Boarding house agreement.

Millfield Prep

With the exception of Epi-pens, Insulin for diabetics and asthma inhalers, no student is allowed to self-administer medications in school.

Medical Information:

Information for staff on student's medical history and the permissions given for over the counter medicines is held on iSAMS within the Pupil Health Information Report.

The Medical Centres provide training for staff on medical issues such as how to administer an epi-pen, information on epilepsy, inhalers and over the counter medicines. Staff are advised to attend the training every three years or sooner should the need be identified.

MANAGEMENT OF ACUTE ILLNESS (INCLUDING EYFS)

Infectious illnesses:

If an infectious illness is suspected or reported at the school, the Medical Centre must be informed immediately. In some circumstances following current guidelines from Public Health England, the Medical Centre will request that a message be sent to the school community to advise them of the presence of an illness and any measures that may be required. Parents will be informed and advised on the best course of action at the earliest opportunity.

Examples of infectious illness are list below

- TB
- Chicken pox
- Parvovirus
- Measles
- Mumps
- Rubella
- Whooping Cough
- Scarlet fever
- Influenza
- Gastroenteritis
- Epidemic / Pandemic outbreaks

If a student has contracted an illness whilst at home, we advise that parents / guardians seek medical advice. Following an attack of sickness and diarrhoea, it is important the student does not return to school until 48 hours after the symptoms have ceased, this should prevent outbreaks within the school (including EYFS). Guidance on how to deal with bodily fluids can be found at <https://xtranet.millfieldschool.net/health-and-safety/policies/1st-aid>

RECORD OF FIRST AID PROVIDED AND THE REPORTING OF ACCIDENTS AND INCIDENTS

The school is required by law to report certain incidents under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995 (RIDDOR) therefore an accident / incident report is to be completed as soon as possible so the Health & safety Advisor can report to the HSE in a timely manner.

All incidents, accident, disease or dangerous occurrences which requires treatment are to be reported by the staff member in charge for the student at the time of the accident. If the student attends hospital, the Houseparent for that student should complete the accident report after consultation with the staff member taking the activity and will be recorded on the Schools accident / incident reporting system.

All incident, accident disease and dangerous occurrences should be reported within a 24 hr period or sooner if possible. These reports will be reviewed by the H&S Advisor who will ascertain if any further action is required.

A written record of any accident / incident and treatment given will be kept and parents of student involved should be informed the same day, as far as reasonably practicable (including EYFS students) A duplicate will be sent to the parent and a copy placed in the child's file (including EYFS students) There are a number of specific departmental arrangements in place which include the following;

- Sports incident form
- Riding incident book
- MPPD incident forms (minor injuries)

REFERENCES

For further information, please refer to:

- Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)
- Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)
- DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)
- HSE home page, First Aid at Work (www.hse.gov.uk)

RELATED POLICIES

Offsite Activities Procedure
Millfield Medicines Management Policy

Millfield Pre School Medicines Policy-Including EYFS
Concussion Policy

Policy owner	Finance Director
Reviewed on	January 2020
Review by date	January 2021
Approved by Governor Committee	B&F
Approved on	February 2018
Approve by date	February 2021
Publication	Website